



VIEW RECURRING BOCS

Recurring BOCs allows users to define any BOCs within the ACMS that are recurring on a monthly basis. By defining a recurring BOC, this allows a status of funds report to project a BOC's budget out over a period of time.


Step 1

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)


 **Reconciliation & Analysis**



Recurring BOC List 

From the division drop down list, select the division that you would like to view entries for. The recurring BOC's associated with that division will be displayed below. To create a new recurring BOC for that division click the New Recurring BOC button.

Division: 

1 items found.



ID	BOC	Description	Action
110100	2190	EMP TRANS OF STN TRAV BENEFITS	 

<click> the Division drop down box to select which division you would like to view recurring BOCs for. <click> the new Recurring BOC button to create a new recurring BOC.

List BOC Group

This is a list of groups defined by the Agency Financial Advisory Board (FAB) and data entered by the MRPBS FMD BEST group. If you need a group changes or added then submit an email request through your Regional/Riverdale Office (your divisions designated liaison) to MRPBS FMD – BEST@aphis.usda.gov.

ID:

This lists the unique ACMS record ID number that is automatically generated for each ledger item.

Description


This is a list of group names of Budget Object Codes. **Example** Travel, Salary, Benefits, Rent, Claims, or Overtime.


<http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf>

Actions: Click the edit icon to edit the BOC group. Click the delete icon to delete the BOC group.

Step 2

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

 **Reconciliation & Analysis**

Recurring BOC 

* Indicates a required field

Enter Recurring BOC data.

Division Name:	Office of the Administrator (1)
BOC *	<input type="text"/>

[APHIS](#) | [USDA.gov](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

Enter in a BOC number for the selected division and **<click>** save to save your recurring BOC into ACMS. **<click>** cancel to discard your changes and return to the previous screen.